



State of Nevada – Department Of Personnel

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
STAFF PROFESSIONAL TRAINEE	30	B	7.777

DEFINITION OF CLASS:

Under immediate supervision, performs duties at sub-journey level while receiving training for advancement to an entry level professional class typically within the fiscal management and staff services occupational group. This class will be used for entry into the following series (however, not limited to these series) in any department of State government as follows: accounting, auditing, financial institutions, examining, loan officers, state land agent, personnel analyst, training officers, budget analyst, management analyst, economist, transportation analyst, grants and projects analyst.

EXAMPLES OF WORK: (The following is used as a partial description and is not restrictive as to duties required.)

Employees in this class receive on-the-job training in the duties performed in the particular professional field. Training received is designed to prepare individuals to do the entry level work in a particular class.

Duties may include performing technical and/or paraprofessional work in the professional field in order to build a foundation of theoretical and/or experiential knowledge. Duties will involve assignment of entry level professional work which is closely monitored by a journey level professional or supervisor in the particular field. On the job training may be supplemented by formal or informal classroom courses and/or workshops.

This is an entry level trainee class. Employees in this class will progress within the appropriate professional series pursuant to NAC 284.190 Automatic Advancement.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES REQUIRED: (These may be acquired on the job and/or needed to perform the work assigned.)

The full performance knowledge, skills and abilities will be based on the entry level knowledge, skills and abilities of the professional class series.

ENTRY KNOWLEDGE, SKILLS AND ABILITIES REQUIRED: (Applicants will be screened for possession of these through written, oral, performance or other evaluation procedures.)

Knowledge of problem solving techniques. Knowledge of research techniques. Knowledge of basic mathematics. Knowledge of organizational principles.

ENTRY KNOWLEDGE, SKILLS AND ABILITIES REQUIRED: (cont.)

Ability to write grammatically correct business correspondence. Ability to read and understand technical information relating to the profession. Ability to communicate verbally to express ideas and explain problems/solutions/findings. Ability to analyze problems and develop logical solutions. Ability to interact effectively with clients and/or staff from a variety of backgrounds.

EDUCATION AND/OR WORK EXPERIENCE:

I

A Bachelor's degree from an accredited college or university in any field; OR

II

Two years of journey level technical or paraprofessional experience in the field in which the applicant is to be trained.

SPECIAL NOTE: Applicants for this class may be required to possess specialized knowledge, skills and abilities in order to perform essential tasks required of a position. Any specialized background required will be identified at the time of certification within the parameters of the class specification.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

7.777

ESTABLISHED: 12/23/93UC